

4.2 FISCAL / OPERATIONS OFFICER JOB DESCRIPTION

Fiscal / Operations Officer (Federal Aid Administrator II)

SUMMARY DESCRIPTION

Under general supervision of the Executive Director, manages Commission financial and operational systems to ensure processes, policies and procedures are in place to enable the financial structure and continuing operations of the Commission; provides technical assistance and expertise; coordinates with local, State and Federal agencies, subgrantees, and others; coordinates allocations of federal funds available to local units of government, insuring efficiency and compliance with federal laws and regulations in use of those funds; supervises record maintenance of grants; performs related work as required.

ESSENTIAL DUTIES:

1. Manages all financial processes, procedures, payments and reconciliation for multiple federal grants, state and private donation funds to ensure fiscal accountability of the Commission and its programs.
2. Reviews requisitions, billings, letters of intent or understanding, and contracts pertaining to federal aid for formal procedure and proper documentation; includes amending improper or inaccurate documents.
3. Prepares monthly and annual reports evaluating various federal aid activities; includes monitoring progress of all required applications and agreements to insure deadlines are met.
4. Prepares and presents Commission's financial report to the Commission Board.
5. Manages the fiscal activity, compliance reporting and close-outs of multiple Commission programs' subgrantee contracts.
6. Works with Executive Director to develop internal uniform internal operational standards.
7. Provides support to the Nebraska Volunteer Foundation, monitors the receipts and payables of the Nebraska Volunteer Foundation funds at the Nebraska Community Foundation in collaboration with the Commission Board's NVF treasurer.
8. Reviews and analyzes federal regulations, state laws and administrative requirements for multiple federal grants to formulate appropriate internal operating and fiscal policies, procedures and interpretations for Commission federal grant programs; reviews new federal policies that relate to funding grants and supervises the implementation of those policies.
9. Develops Commission office's fiscal and operations policies, procedures and interpretive guidelines for subgrantees and Commission operations including contract development, signing and NIS entry processes per Commission policy, federal guidelines and reporting requirements.
10. Manages the administrative operations of the Commission's office.
11. Develops and implements the Continuing Operations Plan (COOP) for the Commission in the event of an emergency.
12. Develops monitoring tools and manages the fiscal auditing portion of annual on-site compliance visits throughout the state for subgrantees from multiple federal sources.
13. Provide support for the federal site visit and fiscal audit. Assists state fiscal agent in reconciling expenditures for federal closeout of Commission federal and state grants. Leads the auditing compliance preparation for all Commission federal grants and is responsible for accountability and compliance with a variety of different federal rules and regulations; makes arrangements for and accompanies federal aid inspectors to insure that necessary documents are available for audit.
14. Provides liaison between and confers with various project officials and federal and state authorities.
15. Forecasts future funding requirement when required.
16. Supervises interns, contractors, volunteers and Fiscal Support Specialist who provide support for the office, the Executive Director and other professional staff.
17. Provide professional staff support for the Commission meetings.
18. Provides training and technical assistance to the Commission's subgrantees, Commissioners, and staff to ensure understanding and compliance of operational and fiscal federal rules and regulations for all federal grant programs.
19. Represents the Commission at local, regional, state and national conferences and symposiums; completes research on best practices.
20. Other professional duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS

Education

- Completion of a Bachelor's Degree in public administration, business administration, social/behavioral sciences, education, community planning, human services, or related area. Some coursework in accounting Master's Degree preferred.
- Certification in federal financial grants management a plus.

Experience

- Three or more years of professional-level work experience with responsibility for accounting, budget and financial management; developing or implementing agency operational policies and procedures; project planning and program management; contracting development processes; auditing, monitoring and evaluating programs; grant management/grant writing; evaluating services; analysis of data, report writing; working with local, state and/or federal political entities; developing and implementing operational policies and procedures and providing training to others required.
- Documented experience in non-profit agency fiscal and operations management, grant writing; interpreting and applying policies, grant requirements, technical directives, state or federal standards and regulations, program auditing and implementing compliance processes/procedures.

Skills/Abilities

- Knowledge of principles and techniques of fiscal and/or business management; strategic planning, monitoring, auditing and evaluating community service programs and/or volunteer management service; the principles and processes of agency administration and operations; basic budgeting and cost accounting processes.
- Knowledge and experience in government or business management, accounting principles, practices, methods, and procedures. Federal financial grants management experience.
- Demonstrated ability to supervise large groups, professional and/or support staff.
- Demonstrated ability to work diplomatically and skillfully with a variety of stakeholders including state and local elected officials, volunteers and the public, state Commission Board members, program directors and administrators, and persons from diverse backgrounds and experiences;
- Demonstrated skill at working in a political environment; skilled at facilitation and system collaboration, information sharing and team building.
- Ability to initiate projects and works independently with minimal supervision; ability to organize & manage multiple projects/deadlines simultaneously, and work under pressure to meet deadlines.
- Ability to explain complex business concepts/goals of program project; recognize service needs and resource constraints to develop viable options; develop and research alternative problem solving strategies.
- Excellent written and verbal communication, and computer skills to develop own quality written products on Microsoft Office software including Word, Excel, and PowerPoint.
- Some out-of-state travel to conferences; valid driver's license required.